

NEIGHBORHOOD STANDARDS SPECIALIST I NEIGHBORHOOD STANDARDS SPECIALIST II

Definition

Under supervision, performs office and field work related to the maintenance of properties in conformance with various complex City ordinances.

Distinguishing Characteristics

Neighborhood Standards Specialists are assigned to the Code Enforcement Division of the Planning and Development Department. Incumbents participate in various enforcement activities to assure compliance with City ordinances enforced by the division. These ordinances include public nuisance, weed abatement, illegal dumping, used and waste tires, and complex zoning and sign violations. Incumbents are expected to effectively arbitrate and develop constructive solutions to neighborhood problems in conformance with the full range of codes. These classes are distinguished from Code Enforcement Specialist in that the latter performs duties related to conformance with less complex public nuisance and zoning City ordinances.

Neighborhood Standards Specialist I is the entry level class in the series. Incumbents perform similar duties as the Neighborhood Standards Specialist II but are not expected to perform with the same independence and judgment on matters related to established procedures and methods.

Neighborhood Standards Specialist II is the journey level class in the series. Incumbents are expected to perform the full range of assigned duties with only occasional instruction or assistance. This class is distinguished from Senior Neighborhood Standards Specialist in that the latter is the advanced working/lead level class in which incumbents are responsible for providing lead direction to lower level staff.

Typical Duties

(May include but are not limited to the following)

Receives and responds to citizens' inquiries and provides full assistance in assuring that the inquiries are effectively answered; assists the public in interpreting the provisions of pertinent, complex City ordinances.

Receives and documents complaints from citizens regarding possible code violations.

Coordinates the handling and resolution of complaints with other divisions, City departments, and outside agencies.

Conducts field investigations to identify possible violations of the various complex ordinances administered by the Code Enforcement Division; conducts field inspections to ensure compliance with code provisions; writes letters to citizens regarding code provisions.

Consults with property owners and contractors on methods of abatement and inspects contract work to authorize payment.

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Conducts research to determine, property ownership and property development requirements or standards.

Keeps and updates records pertaining to case information, and compiles statistics and prepares periodic reports as required.

Issues administrative citations for non-compliance with applicable codes. Appears as an expert witness in appeals, at Notice to show cause hearings, and in court.

Assists in the preparation and implementation of programs to support enforcement of regulations.

Performs related duties as assigned.

Knowledge, Skills, and Abilities

Neighborhood Standards Specialist I:

Ability to acquire knowledge of Fresno Municipal Codes on land development, signs, public nuisances, weed abatement, and other applicable codes and regulations.

Ability to work effectively with individuals or neighborhood groups to address neighborhood standards.

Ability to arbitrate disputes related to code standards.

Ability to analyze codes in relation to field conditions and to develop constructive solutions to address variances with the code.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Ability to make clear and persuasive oral presentations.

Ability to prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Ability to maintain accurate technical and administrative records.

Ability to use a variety of computer business software applications.

Neighborhood Standards Specialist II:

In addition to the requirements for the Neighborhood Standards Specialist I level:

Knowledge of Fresno Municipal Codes on land development, signs, public nuisances, weed abatement, and other applicable codes and regulations.

Minimum Qualifications

Neighborhood Standards Specialist I:

Two years of experience as a Code Enforcement Specialist with the City of Fresno.

- OR -

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, public administration, business administration, or closely related field. Related technical experience which required the enforcement of local governmental codes and ordinances in a public or field setting may be substituted for the required education on a year-for-year basis.

Neighborhood Standards Specialist II:

One year of experience as a Neighborhood Standards Specialist I with the City of Fresno.

- OR -

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, public administration, business administration, or closely related field; and one year of experience involving the enforcement of municipal codes related to zoning and development standards. Related technical experience which required the enforcement of local governmental codes and ordinances in a public or field setting may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession and maintenance of a valid California Driver's License is required during the entire term of employment as Neighborhood Standards Specialist I or II.

APPROVED: _____
Director

DATE: _____